



CITY OF DELTONA
BUILDING AND ENFORCEMENT SERVICES

2345 Providence Blvd – Deltona, FL 32725

Permitting: (386) 878-8650 – (386) 878-8660

E-mail: Permitting@deltonafl.gov

Office Hours: Monday – Friday 8am-5pm

COMMERCIAL APPLICATION INFORMATION SHEET FOR NEW STRUCTURES

The City of Deltona would like to expedite the permit process for you. We recommend that you contact ameyer@deltonafl.gov or permitting@deltonafl.gov before making a formal application. The Building and Enforcement Services can answer any of your questions regarding the completion of your application and the required documentation. The following checklist outlines the major requirements for submitting commercial applications.

NEW COMMERCIAL BUILDING STRUCTURES

- Completed Building application
- General Contractor Information (license holder and state number)
- Subcontractor information (license holder and state number)
- Subcontractor's Application for each trade
- (2) Sets of Sealed Commercial Energy Calculations (Complying with the current Florida Building Code).
- Water receipt or Well permit receipt (if applicable)
- Septic tank permit receipt or Sewer receipt (if applicable)
- All state, county permits and documents (i.e. D.O.T., St. Johns Water Management District, NYPDES, etc.) (If applicable)
- Volusia County Right-of-Way Use Permit (if applicable)
- (2) Sets of construction drawings sealed by a Florida Registered Engineer or Architect.
- (2) Sets of truss layouts and engineered truss drawings (if applicable).
- (2) Sets of Florida Product Approval and manufacturer's installation details for: Windows, Doors, Metal Roofing, etc.
- Tree Permit application (if applicable)
- (2) Set of approved site plans stamped by Development Services from the Final Site Plan Review process. If the original site plans are unavailable or changes are made to the approved Final site plan, then all changes should be clearly highlighted and will need additional review by Development Services.
- Notice of Commencement, if works exceeds \$2500.00
- Proof of commercial account with WastePro, 386-788-8890, prior to issuance of Certificate of Occupancy (there are no exceptions)
- ❖ Refer to Fire Loss Management checklist for Life Safety Requirements

CONTACT INFORMATION:

Building and Enforcement Services: Permitting: (386) 878-8650 – (386) 878-8660
Zoning/Commercial Projects: (386) 878-8665
Fire Loss Management: (386) 878-8655
Planning and Development: (386) 878-8600

*This is not meant to be a comprehensive list for all submittals; specific situations may require additional documents.